



Job Description
Job Code: 147
Range 26

ORDINANCE ENFORCEMENT OFFICER

DEFINITION:

Under general supervision, performs field work and office duties in the enforcement and compliance of various city codes and ordinances pertaining to zoning and animal control violations and performs related duties as assigned.

CLASSIFICATION:

This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Responds to calls for service regarding City of Cottonwood zoning and code violations as well as enforcement of City of Cottonwood animal control regulations and ordinances. Responds to investigate and verify zoning and ordinance violations, makes contact with complainants and violators, orders the discontinuance, removal, or alteration of conditions which violate City Codes and zoning ordinances. Works with Development Services to ensure compliance with various City Codes and zoning ordinances. May initiate and investigate complaints regarding conditions of streets, alleys, public rights of way, and private properties to include unhealthy conditions, junked or wrecked autos, illegal dumping and other nuisances.

Enforces City ordinances and State laws pertaining to animals including City licensing, leash control, rabies vaccination compliance, animal bites, noisy animal complaints, cruelty cases and may pickup and impound or quarantine stray canines, bite animals and other animals as needed. May be required to pickup and remove dead animals, direct the operation of, or arrange euthanasia of unwanted, unclaimed, diseased or severely injured animals. Makes public presentations on animal care and control. Keeps records on activities and submits statistical reports.

Assigned to enforce City ordinances pertaining to parking, illegal trash dumping, abandoned vehicles and other ordinances as required.

Operates a City vehicle to patrol streets and alleyways, travel to violation sites, assist other city staff in their daily tasks. Makes written reports on behalf of the Police Department concerning violations observed within the jurisdiction of the City and files summons and complaints when appropriate. Conducts follow up investigations to ensure that violations are discontinued, altered, or removed. Consults with veterinarians, health officials, Fish and Wildlife staff, livestock inspectors, and other animal care and control agencies and representatives concerning special problem animals.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

Knowledge of City zoning ordinances as well as other City regulations, policies, and procedures.
Knowledge in the care of animals and techniques for their capture.
Knowledge of the laws and regulations governing the licensing, quarantine, impounding, and care of dogs and a variety of other domestic and wild animals; symptoms of animal diseases.
Ability to write citations, learns, and applies laws, regulations, and ordinances of the City.
Ability to develop and maintain harmonious public relations and effective working relationships.
Ability to deal effectively with angered or distraught persons.
Ability to monitor routine records and prepare reports.
Ability to communicate effectively, both verbally and in writing.
Ability to understand and follow verbal and written directions.
Ability to effectively testify and present cases in court.
Ability to read legal descriptions of real property.
Ability to read maps, plot plans and construction plans and relate them to code requirements.
Ability to organize and coordinate neighborhood meetings.
Skill in analyzing data and drawing valid conclusions.
Skill in conflict resolution.

PHYSICAL REQUIREMENTS:

Must be able to pursue on foot, subdue, and impound large canines by use of tranquilizer rifle, catch pole, or other appropriate means. Must be able to operate City vehicles and conduct investigations using concentrated thoughts and deductive reasoning. There is possibility for exposure to air- or blood-borne pathogens and animal attacks. This classification involves work that requires the ability to traverse uneven terrain, climb ladders, and perform minor repairs on equipment. It may also involve work of a sedentary nature during the workday. An incumbent may occasionally need to move an object weighing as much as 100 pounds.

Working Environment:

- Work 8, 10, or 12 hour shifts
- Must be able to work day, swing, or night shift; weekends; available for call-out
- Overtime may be required
- Work at rapid pace for extended period of time, then experience period of time of slow activity
- Work within a structured “chain of command” organization

RESIDENCY REQUIREMENTS:

Must reside within the Verde Valley within one (1) year of date of hire.

MINIMUM QUALIFICATIONS:

1. Must be a citizen of the United States
2. Must have a high school diploma or equivalent
3. Must read and sign job description acknowledgement
4. Must possess an Arizona driver's license and have a clean driving record
5. Must take a written exam consisting of questions related to, but not limited to, punctuation, grammar, and reasoning, and achieve a passing score
6. Must take an oral board and achieve a passing score
7. Must successfully complete a background investigation in compliance with AZ POST requirements
8. Must be 18 years of age or older

MINIMUM QUALIFICATIONS, CONTINUED:

Ordinance Enforcement Officer – (Continued)

Any combination of training, education, and experience, which demonstrates the potential ability to perform the duties of the position. Possession of an Arizona driver's license and a clean driving record. Direct experience with Zoning Code and Building Code enforcement and/or ICC certification as a building inspector or AACE Code Enforcement Officer Certification is highly desirable.